

## **Must Read Before Renting!!**

### **Rental Equipment Policy:**

# **Memorandum**

Subject: POLICY FOR MWR RENTAL EQUIPMENT

From: Commanding Officer, USCG YARD

To: All Baltimore area Coast Guard Commands

Date: 13 January 2006

Reply to Attn. of: MWR MSD-152, John Earles, 410-636-3226

1. The purpose of this memorandum is to advise members of the Coast Guard Yard community of the policies and procedures for the rental and use of Rental equipment at the Columbus Recreation Center.
2. Use of the rental equipment is primarily for the benefit of active duty and retired military personnel and their family members, Reserve Component personnel, Coast Guard civilians and contractors employed at this installation.
3. The administration, management and reservation procedures for rental equipment is the responsibilities of the Morale, Well-Being and Recreation Division, Columbus Recreation Center Office, Building 143, 410-636-7494. Visit the Gym for a complete listing of available equipment. The following is some of the equipment available for use.
  - a. Pressure Washer, Trailer, Canopy, Lawn Mowers, Leaf Blower, Weed Eaters, Pop-up Campers, Horseshoe Set.
4. Eligibility priorities for reservations, based on a first-come, first-served basis within each category are as follows:
  - a. Baltimore area Coast Guard active duty military and family members, 90 days prior to pick-up date.
  - b. Baltimore area Coast Guard civilian employees, 60 days prior to pick-up date.
  - c. DOD active duty military and family members, reservists, 30 days prior to pick-up date.
5. Reservation procedures
  - a. Reservation information and availability of rental equipment may be obtained by contacting the Columbus Recreation Center, 410-636-7494. Reservations may be made in person or by telephone. Fees must be paid and a Rental Reservation form must be completed upon pickup of the equipment.

b. The renter is responsible for the proper care of the equipment, compliance with all rules and regulations and any damage to government equipment or property.

c. Reservations will be accepted from authorized individuals (as indicated in paragraph 2) and the spouses of active duty, Reserve Component and retired military personnel. Spouses of Coast Guard civilians are not authorized to make reservations. Coast Guard personnel will not be permitted to make reservations for non-Coast Guard Baltimore area Command groups to avoid paying the appropriate fees. Renters found in violation of this policy will be required to pay the full amount and will lose future reservation privileges.

d. The renter and an authorized representative of the Columbus Recreation Center will inspect rental equipment. All discrepancies will be noted prior to departure and upon return of the equipment. Check out and check in times will coincide with the normal hours of operation at the Columbus Recreation Center. Monday thru Friday 0600-2100; Saturdays, Sundays and Holidays 1000-2100.

e. Rental Fees. All service charges will be paid on the day that the rental equipment is picked up at the Columbus Recreation Center Office. Checks will be made payable to the CG Yard MWR; rental fees are as follows:

6. Cancellations: Reservations canceled at least 48 hours prior to the reservation date will not be charged. A \$10.00 fee will be charged for all cancellations after 48 hours, or failure to pick up an item.

7. Refunds: All monetary refunds will be paid by check from the MWR office and received by the patron within 30 days.